

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-360-07-02

Date: October 1, 2006

SUBJECT: PER- Fundraising in a Personal Capacity

TO: All Natural Resources Conservation (NRCS) Employees

PURPOSE: To provide employees guidance on acceptable procedures for fundraising.

EXPIRATION DATE: September 30, 2007

File Code: 360-8

There are rules that apply to fundraising as a private individual. Basically, you can engage in private fundraising outside the work place as long as you do not ask for a contribution from a subordinate or from someone who is regulated by, does business with or seeks official action by your agency, or has interests that may be substantially affected by you when you do your job. Also, you cannot use your title, position, or authority, or Government time or equipment to further the fundraising effort. And you must avoid any action that would violate any of the other conduct rules.

With these rules in mind, please follow these guidelines:

- Do not use government equipment (including e-mail) to advertise or notify of a fundraising activity. (Title 5, Part 2635.801,b)(7).
- Do not solicit your co-workers to participate in a fundraising activity. You **may not** go from desk to desk to solicit your fundraising event. (Title 5, Part 2365.808)
- You **may** place brochures on your desk, in the break room, or on a bulletin board to announce a fundraising event.

Please contact Lynne Price, Human Resources Officer, at 720-544-2823 with any questions or concerns you might have.

A handwritten signature in black ink that reads "Allen Green".

ALLEN GREEN
State Conservationist

Helping People Help the Land

An Equal Opportunity Provider and Employer

